

Professional Standards Appeals Procedures

May 19, 2021 FINAL APPROVED

Purpose:

The purpose of this procedure is to detail the status determination appeals process.

Procedure:

1. The Professional Standards Committee (PSC) will accept requests for appeal from Professional Standards applicants who dispute a **denied accreditation status**.
2. Letters of appeal must include reasons why the denied status is disputed and specific supporting documentation. The DCJS Professional Standards Coordinator (Coordinator) will seek additional information to support appeal, if needed.
3. The Coordinator will notify members of the PSC.
4. The PSC will appoint an Appeals Subcommittee of three current and/or former PSC members. The Appeals Subcommittee will also include the Coordinator as a nonvoting member.
5. The Appeals Subcommittee will review all appeals and make determinations within 90 days after receipt.
6. The decision of the Appeals Subcommittee is final and will be provided to the PSC and to the appealing agency within ten (10) business days of that meeting. Members of the PSC affiliated with an appealing agency will withdraw their participation and presence during meetings and decision-making on that agency's appeal.